

TITLE: **Instructions for Locking an Experiment Station
Containing Hazardous Materials**

CATEGORY: **Operations**

AUTHORED BY: **B. Glagola, 04/30/02**

REVIEWED BY: **W. VanWingeren, 04/28/06**

REVIEW PERIOD: **Annually**

Purpose: To establish guidelines that will ensure proper securing of hazardous materials when an experiment station is unattended for “short” periods of time. The length of time a hazardous sample may be left unattended will depend on the level of risk associated with the sample (due to amount, activity, sensitivity, bio-safety level, etc.) and will be determined by the APS as part of the experiment/sample review.

1. The experimenter responsible for the sample(s) will obtain a chain and lock from the UES group/MCR Operators, or provide a lock for securing the station. Each lock will have a tag to list the custodian’s name and contact information. The chain and lock will be used to physically secure the station door(s). In the event that only one door handle exists to run the chain through, a mounted eye-bolt attached to the station’s outer wall will serve as the second attachment point for the chain.
2. The experimenter responsible for the hazardous material will keep the key to the lock.
3. If there is a weather warning or other ANL defined emergency, the UES group/MCR Operators will call the sample custodian to advise him/her about the emergency and request that they return to the location of the sample, if necessary. The experimenter responsible shall be able to return to the experiment station within 30 minutes of contact in the event of an emergency.
4. When the station no longer needs to be secured, the chain and lock will be returned if it was supplied by the UES group/MCR Operators.
5. If the protocol for the hazardous sample allows unattended operation **with exposure** to the X-ray beam, the sample custodian will call 2-0101 when they wish to leave. The UES group or the MCR operators will verify that the station is secure and note the time the sample custodian leaves in their appropriate logbook. When the sample custodian returns, they will notify 2-0101. The UES group or MCR Operators will note the time of return in their appropriate logbook and then station can be unlocked.
6. If the protocol for the hazardous sample allows unattended operation **with NO exposure** to the X-ray beam, the sample custodian will call 2-0101 when they wish to leave. The UES group or MCR operators will verify that the station is secure and remove APS Enable and the User Enable key from the station containing the sample. A pink Administrative Restriction (AR) form will be posted in the display cabinet indicating why the station is locked along with the User Enable key. The time the sample custodian leaves will be noted in the appropriate UES or MCR logbook. When the sample custodian returns and is ready to resume using the X-ray beam, APS Enable and the User Enable key can be returned to the station and the Administrative Restriction removed. The time the sample custodian returns will be noted in the appropriate UES or MCR logbook.

If there are any questions, call or page Bruce Glagola (2/4-9797).